



DEPARTMENT OF THE AIR FORCE
WASHINGTON, DC

Office Of The Assistant Secretary

11 MAR 2002

MEMORANDUM FOR ALMAJCOM/FOA/DRU (CONTRACTING AND COMPETITION
ADVOCATES)

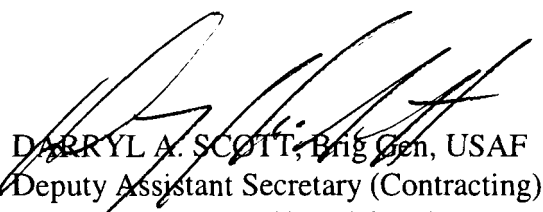
FROM: SAF/AQC
1060 Air Force Pentagon
Washington, DC 20330-1060

SUBJECT: Justification & Approval (J&A) - Applicability of Authority

Dr. Sambur, the Air Force's Assistant Secretary for Acquisition, has requested us to place greater emphasis on writing clear, credible and complete J&As.

We recently received a few J&As having vague, confusing, or inadequate discussion in the "Applicability of Authority" sections. The approval process slows significantly when its difficult to understand the key business factors supporting the authority cited in the J&A. In some of these cases, the J&A provided to SAF/AQCK had already been coordinated through the Designated Acquisition Commander or MAJCOM Headquarters. At that point it is very inefficient to revise a J&A, though that is sometimes necessary.

Please make sure your staffs have done the best possible job of explaining why the cited authority applies. Follow the guidelines in FAR 6.303-2; write in clear, concise language, and as much as possible, put it in terms laymen can understand. A well-written J&A should build a strong case for the action, and make smooth coordination and approval easier. If you have any questions, please contact Mr. Dave Powell at commercial (703) 588-7062, DSN 425-7032 or e-mail david.powell@pentagon.af.mil.


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